

TOWN OF OCEAN RIDGE

6450 N. Ocean Blvd., Ocean Ridge, FL 33435
561.732.2635 Main ♦ permits@oceanridgeflorida.com ♦ www.oceanridgeflorida.com



Tree Permit Application

Permit No. _____

To: Administrative Official

Application Date: _____

Fee: \$50 minimum

Please review the Tree Checklist and Town Code Section 66-151 prior to applying for the tree permit.

Note: For environmentally sensitive areas, proof of approval from appropriate agencies will be required.

Property Owner Information

Name(s): _____

Phone: _____ Email: _____

Job Site Address: _____

PCN:46-43-45 _____

Mailing Address (if different from job site address): _____

Contractors Information

Contractor's Name: _____

Phone: _____ Email: _____

Job Description

Species of Tree(s) and Work Description:

Therefore, in consideration of the granting of this permit, the undersigned, the owner and the contractor agree to perform the tree(s) alteration and/or removal, acknowledging that all ordinances and regulations of the Town of Ocean Ridge shall be complied with whether herein specified or not. The lot shall be left in a clean and manageable condition.

PROPERTY OWNER	AUTHORIZED AGENT (Attach Affidavit to Appoint Agent Form)
Property Owner's Signature _____	Property Owner's Signature _____
Printed Name _____	_____ Printed
NOTARY Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization on this _____ day of _____ 20____.	NOTARY Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization on this _____ day of _____ 20____.
Notary Signature Personally Known: _____ or ID: _____	Notary Signature Personally Known: _____ or ID: _____
Stamp	Stamp

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FOR OFFICIAL USE ONLY

Permit No.: _____

Paid: \$ _____ Cash _____ Check # _____ CC _____ Date Paid: _____ Initials: _____

Permission is hereby granted to remove the tree(s) as described above and per the survey submitted with this permit application. The person holding an approved tree alteration permit shall notify the administrative official prior to the scheduled removal and/or alteration of the tree(s), allowing sufficient notice for necessary site inspections. This permit shall expired one year from the date of issue, unless extended for no more than 60 days by the administrative official for good cause shown.

Administrative Official

Date

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Tree Checklist

Please review Town Code Article IV – Landscaping and then submit the following along with the permit application:

Sec. 66-151. – Tree permits.

- (a) Permit required. Except as provided herein, it shall be unlawful for any person to cut down, damage, destroy, move, or remove any tree, or to authorize the same, without first obtaining a tree removal permit.

Information Needed:

- Tree Alteration Permit Application;
- Two (2) copies of a plans shall include and exhibit the following (per Town Code Section 66-151 (C) (3) (a-g):
 - Diagram of the property at a scale no less than one-inch equals 30 feet, which identifies any tree to be removed, altered, and/or relocated, its location, common name and DBH, any existing or proposed development on the site, and details of replacement stock to be planted, including location, size and species.
 - Name, signature, address and telephone number of all fee simple property owners.
 - Legal description of the property and property control number,
 - North arrow, scale and identification of street abutting the property.
 - Reason for the removal or replacement of trees(s).
 - Identification and location of each historic or specimen tree.
 - A plan legend, showing designations and methods used.
- Contractor's Palm Beach County Business Tax Receipt and/or FL Dept. Business & Professional Regulation State License;
- Contractor's general liability insurance and worker's compensation or exemption;
- An Arborist may be required to certify work being performed;
- Construction Site Management Handbook;
- Fill Permit Application & Fee (if applicable).
- \$50.00 minimum fee.

For environmentally sensitive areas, proof of approval from appropriate agencies will be required.